

ZONING PERMIT SUBMISSION REQUIREMENTS  
FOR TEMPORARY USES/ SPECIAL EVENTS APPLICATIONS  
(answer on a separate piece of paper)

- Identify the number of attendees at the event
- Identify the number of parking spaces and parking area for the event
- Provide a site plan/ plat showing parking, ingress/egress to a public street for emergency vehicles, show all proposed structures on property to include tents, tables, inflatables, and provide all distances to the property lines.
- Identify the number of sanitary facilities available to guests, if port-a-johns are used, provide a copy of contracts which specify number to be used and secure Health Department approval.
- If amplified music is provided, sound levels may not exceed 55DBA at the property lines (translate to normal conversation at the property line).
- VDOT Road Use Permit for any parade or road closures
- Contact the “Emergency Management Services Officer” at the Loudoun County Department of Fire and Rescue Services for the evaluation of fire protection and emergency medical services needs.
- Proof that all requirements of the Health Department have been met.
- Contact the Special Events Council at [www.loudoun.gov/events](http://www.loudoun.gov/events). There is an online form to be filled out, and most corresponding agencies will be in contact with you. The Special Events Coordinator may be reached at 703-737-8919.
- **PLEASE NOTE**
- Some temporary uses may be of such a size that the Zoning Administrator may require an approved site plan. Some activities may also require coordination with the Special Events Council. These submission requirements cover most circumstances. The Zoning Administrator reserves the right to request additional information to ensure the health, safety, and welfare of the public.

Phone List:

Building and Development: 703-777-0220, fax 703-771-5522

Health Department: 703-777-0234

Fire and Rescue: 703-777-0333

VDOT: 703-737-2000